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File *Special Security*

8 SEP 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Collateral Top Secret Control Program (AIUO)

REFERENCE: Memorandum from Vincent Heyman entitled,
"Review of CIA Operations Center File
and Document Procedures and Controls,"
dated 29 August 1978

1. (C) Action Requested: None. This memorandum is for your information only. It responds to your request made in the margin note on the reference, wherein you asked for a report in answer to Mr. Vincent Heyman's allegation that there are more than 16,000 Top Secret documents which cannot be located. The allegation cited a monograph containing information believed based on the results of a 1968/1969 inventory by the DDO of their Top Secret document holdings and is substantially correct. However, it is the reflection of the unmanageable document control system of the period.

2. (C) Background: On 1 March 1973, the responsibility for the Agency Top Secret Document Control Program was transferred from the Central Reference Service/DDI to the Office of Security. This action was taken as a result of an audit by the IG Staff in an effort to improve the management of the program by uniting the program control with the enforcement responsibility. The manual system of decentralized accountability had proven ineffective and did not provide a reliable record of the documents in the system.

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In 1975 the Office of Security developed and initiated a centralized Top Secret Control Automated Data System (TSCADS). In order to implement the TSCADS program, the existing 130,000 posting records dated to the beginning of the Agency were accepted as an initial data base. It was reasoned that the data base would be burdened with inaccuracies until a physical inventory could be made of the holdings; however, this permitted immediate implementation of effective control over new Top Secret documents received or created within CIA.

3. (C) Current Status: In 1977 the first Agency-wide annual inventory of Top Secret document holdings was initiated. It was anticipated that this inventory would be concluded by January 1978 and that the inventory would indicate the data base inaccuracies due to loss, destruction, downgrading, and clerical errors, etc. This completion date has now been extended to January 1979 to permit the Agency components to search archives and stored records. At the present time 39 of the 53 Top Secret Control Officers have completed the inventory. The reports indicate the documents unaccounted for represent about 7% of the base and it is believed this percentage will remain stable through the rest of the inventory.

4. (C) Initiative: At the completion of the Agency-wide inventory, the TSCADS data base will reflect an accurate and proven record of the Top Secret holdings. Unaccounted records will be transferred to an inactive file. Resolution of this inactive file will be aggressively pursued and documents that have been destroyed, downgraded, or transferred out of CIA as well as duplicate records will be deleted from the data base. Finally, a far-reaching review is planned to reduce the total Top Secret holdings using the criteria of the Executive Order 12065 to assure proper classification of the documents and the need for multiple copies in the system.


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5. (AIUO) Conclusion: The problems of locating Top Secret documents, their management and accountability have been recognized by the Office of Security. Initiative has been taken to successfully conduct an aggressive and innovative program to provide large-volume document control through an automated, centralized program capable of meeting Agency needs in the foreseeable future.

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Robert W. Gambino

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